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23 January 1947

MEMORANDUM TO J.I.S.P.B.

Subject: Current and prospective progress on JANIS.

1. Current progress

Progress on JANIS since January 1, 1947, is shown on the accompanying charts. During that period, the complete manuscript of one chapter was received from contributors (JANIS 40, Chapter V); editing was completed on two manuscripts (J. 312, IV, and J. 71, XII); two manuscripts (J. 312, III and IV) were marked up and sent to the compositors; one final proof was approved and sent to the printer (J. 312, XI); and one chapter was published in final form (J. 40-1). Work on other manuscripts and proofs went on normally.

2. Bottlenecks in editing.

Bottlenecks are becoming more and more serious. Normally under peacetime conditions less than two months are required for editing one chapter, including the necessary checking and cross-checking of text, graphs, maps, and photographs. But because of the shortage of editorial manpower, manuscripts have been on hand for as much as eight months before completion of editing. The following tabulation shows the length of time certain chapters have lain at JISPB before completion of editing:

| | | |
|--|----------------|-------------------------------|
| | JANIS 312, III | 2 months |
| | IV | 8 months |
| | VI | 4 months |
| | X | 3 months |
| | JANIS 71, V | 3½ months |
| | X | 7 months (so far) |
| | XI | 5½ months |
| | XII | 7 months |
| | JANIS 40, IV | 6 months (so far) |
| | VI | 6 months (now under revision) |
| | XI | 5 months |

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At present, 5 manuscript chapters are being edited (J. 71, X; J. 40, IV, V; J. 41, VI, XII), 7 more are momentarily expected to arrive from contributors (J. 312, VII, IX; J. 40, III, VI; J. 41, IV, XI; J. 51, VI), and 7 more are promised within one month (J. 312, I, II; J. 71, VII, VIII, IX; J. 41, III, V). To edit these 19 chapters, the JANIS staff now has only 3 full-time senior editors, 2 editorial assistants not qualified to take full charge of a chapter, and 3 former senior editors whose time is now

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largely occupied with planning and supervisory work but who attempt to edit chapters IV, V, and X "on the side." (Dr. Quam, Director and Plans Officer; Dr. Meigs, Editor in Chief in charge of editorial planning and reviewing all edited manuscript; Dr. Sharpe, Deputy Editor in Chief and Production Supervisor in charge of planning and reviewing all format, mark-up, and proof.) Considering that the delays here described have occurred even though only half of the due manuscripts so far have arrived from contributors (including no completed manuscripts of Chapters I,II,VII,IX, or XIII), it is obvious that processing at JISPB will fall still further behind now that the contributors are beginning to hit their stride of production.

During the war JANIS had 12 senior editors. On the average, one month was required to edit each chapter. Owing to reduction in length of work week and of overtime work, and greater liberality with annual leave, an individual in peace time can be expected to perform only about 2/3 as much work per week as in wartime. On this basis, to produce 6 JANIS per year at present would require 9 instead of the present 3 senior editors -- an increase of 6. The six editors are most badly needed for Chapters II, IV, V, VII, VIII, and X. It is essential, if further protracted delays are to be avoided and JANIS standards maintained, that editors be obtained as soon as possible. A minimum of two of the additional editors are needed to work on manuscripts now in the shop, and the other four will be seriously needed within less than one month.

3. Bottlenecks in graphic and proofing work.

In spite of the abnormally slow rate of arrival of manuscripts to date, the Graphic and Reproduction Section of JISPB is so understaffed that two completely edited manuscripts are sitting idly awaiting mark-up before being sent to the compositors. The mark-up man (Lt. Comdr. Whitney) has to spend part of his time annotating photographs. Proofs of two other chapters are lying on the shelf awaiting their turn for the proofreader. One of the proofs (J.312, Chapter X) has been idle now for two months. During the war, there were five people devoting full time to the production phase of JANIS work; now we have only one full-time proofreader and about half-time attention of three other people, or a total of about 2½ manpower. The draftsmen have just kept abreast of the text processing. It is essential that an assistant proofreader be obtained, and a combination draftsman and photo-retoucher. Both of these people are needed at once to work on material now lying idle.

4. Summary of personnel requirements.

a. At once -- today would not be too soon -- JISPB badly needs two additional senior editors, one assistant proofreader, and one draftsman-photo retoucher.

b. Within a month, the urgent total minimum requirement will be as follows:

6 senior editors (P-5 level, preferably with the following backgrounds):

3 geographers
1 climatologist
1 engineer
1 sociologist, anthropologist, or political scientist

1 assistant proofreader
1 draftsman and photo retoucher